 **HOLLY PARK**

 **Pupil Acceptable Use Policy**

**All pupils must follow the rules in this policy when using school computers.**

**Pupils that do not follow these rules may find:**

* **They are not allowed to use the computers**
* **They can only use computers if they are more closely watched**

**Staff will show pupils how to use the computers.**

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| **Computer Rules** |
| **1** | I will only use polite language when using computers |
| **2** | I must not write anything that might upset someone  |
| **3** | I know that my teacher will regularly check what I have done on the school computers |
| **4** | I must not tell anyone my name, where I live or my telephone number over the internet  |
| **5** | I must not tell any usernames or passwords to anyone except my parents |
| **6** | I must log off after I have finished with my computer |
| **7** | I must not use the computers in any way that stops other people using them |
| **8** | I will report any websites that make me feel uncomfortable to the teacher |
| **9** | I will tell my teacher if I receive any messages that make me feel uncomfortable |
| **10** | I will not try to harm any equipment or the work of another person on a computer |
| **11** | If I find something that I think I should not be able to see, I must tell my teacher straight away and not show it to other pupils |

**------------------------------------------------------------------------------------------------**

**Please return this slip**

**Pupil Acceptable Use Policy**

**I agree to follow the school rules when using the school computers. I will use computers sensibly and follow the rules explained by my teacher**

**I agree to report anyone not using computers sensibly to my teacher**

**I also agree to tell my teacher if I see websites that make me feel unhappy or uncomfortable**

**If I do not follow the rules, I understand that this may mean I might not be able to use the computers**

**Pupil Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Carer Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parent/Carer Signature \_\_\_\_\_\_\_\_\_\_\_\_\_**